

Administrative & Secretarial Employee B

CAO-PE / 19.00165

Job information

Salary scale	5
FUWASYS advice	5 – II c
Attribute scores	22222 22222 22 22
Total score	28
Date	12 December 2019

Description of the position¹

Context

This function is one of the positions in the Administrative & Secretarial Employee category.

An Administrative & Secretarial Employee performs administrative and/or secretarial support, reception work, and contributes to professionalisation.

An Administrative & Secretarial Employee B performs various administrative and secretarial activities for which standard procedures apply. This involves making choices for planning and prioritization.

The position of Administrative & Secretarial Employee exists in regular primary schools, an integral child centre ("Integraal Kinder Centrum" – IKC), and schools for special primary education or those for (secondary) special education, or a school governance, management or a service bureau staff.

Tasks

1 Administrative support

- **Independently** maintains the administration(s) and draws up (periodic) summaries
- Collects, collates and processes data in various administrative systems according to standard procedures.
- Manages the petty cash, receives parental contributions and issues reminders about timeliness and the method of payment
- Provides information on various subjects and **offers general explanations of regulations and procedures**

2 Secretarial support

- Manages calendars and makes appointments
- Provides organizational preparation and reporting of meetings
- Checks incoming documents for completeness and requests any missing information
- **Handles points for action, monitors the progress of plans and agreements made, and points this out to others**
- Handles **standard correspondence** and drafts items based on concepts/directions
- Creates files, archives documents and **manages** the archive

3 Reception work

- Handles telephone traffic, receives visitors and refers them

¹ The bold text indicates the level-determining elements in relation to the Administrative & Secretarial Employee A.

- Receives goods and postal items and handles sending documents
- Provides information and responds to general questions from students, parents/guardians and other visitors

4 Professionalisation

- Participates in training activities
- Keeps required skills for the position up to date

Framework, powers & responsibilities

- Decides on/about: **independently maintaining the administrations and drawing up (periodic) summaries, handling the standard correspondence and items concerning concepts/directions**, as well as answering general questions from students, parents/carers and other visitors
- Framework: regulations and working agreements for administration(s) and correspondence
- Accountability: to the hierarchically assigned manager responsible for the quality of the provided administrative and secretarial support, reception activities, and professionalisation.

Knowledge and skills

- General technical knowledge of administrative procedures, systems and organization
- Knowledge about application of (part of) internal guidelines and procedures regarding the GDPR
- Insight into operation of and possibilities offered by administrative systems and word processing software
- Skills in collecting, collating and processing data
- Skills in archive management

Contacts

- **With director and/or managers – about agendas, meeting-related documents, minutes and decision lists, in order to share information**
- With the director and/or managers – about the content and progress of agreements made, in order to share information
- With third parties – about the administration and supplied data, in order to share information
- With students and visitors – about matters of a general nature, in order to provide information